

Updated 09/19/01

**Form MMS-2014 Reporting Instructions – ASCII Format
Effective October 1, 2001**

A. Format Requirements

All record fields must comply with the following requirements:

1. All numeric data is unpacked.**
2. All lines are 170 character fixed length plus a carriage return and a line feed.
3. Federal and Indian data must be submitted as separate reports.
4. MMS uses Headers and Trailers to separate reports in a single file. An example of multiple reports in a single file is shown below:

First Payor Code:

PAYOR CODE 12345
FEDERAL DATA

Header Record
Detail Line Item Record(s)
Trailer Record - Report
Trailer Record – Payment

PAYOR CODE 12345
INDIAN DATA

Header Record
Detail Line Item Record(s)
Trailer Record - Report
Trailer Record – Payment

Second Payor Code:

PAYOR CODE 23456
FEDERAL DATA

Header Record
Detail Line Item Record(s)
Trailer Record - Report
Trailer Record – Payment

PAYOR CODE 23456
INDIAN DATA

Header Record
Detail Line Item Record(s)
Trailer Record - Report
Trailer Record – Payment

Third Payor Code:

PAYOR CODE 34567
FEDERAL DATA

Header Record
Detail Line Item Record(s)
Trailer Record - Report
Trailer Record – Payment

Do not use blank lines between reports.

B. ASCII Record Layout

DESCRIPTION	MAXIMUM WIDTH	
HEADER RECORD		
RECORD TYPE	X(1)	Must be completed with a literal '1'
PAYOR CODE	X(5)	Must be completed
FORM TYPE	X(3)	Must be completed with a literal '(ROY)'
PAYOR ASSIGNED DOCUMENT NUMBER	X(8)	Must be completed
COMBINE INDICATOR	X(2)	Leave spaces
FILLER	X(151)	Leave blank
CARRIAGE CONTROL	HEX OD	ASCII 13
LINE FEED	HEX OA	ASCII 10
DETAIL RECORD		
RECORD TYPE	X(1)	Must be completed with a literal '2'
LESSOR CODE	X(1)	Must be completed with a literal '1' for Federal, or a literal '2' for Indian
PAYOR LINE NUMBER	9(6)	Fill with valid data and leading zeros or spaces
RESERVED FOR PREPARER'S USE	X(20)	May be completed or filled with spaces
MMS LEASE NUMBER	X(11)	Must be completed with a valid MMS-converted lease number. Consisting of 10-digits (a 3-digit prefix, 6-digit body, and 1-digit suffix). The field can accommodate 11 digits (a 2-digit suffix for future needs). If lease number has a single-digit suffix, left justify fill with space
MMS AGREEMENT NUMBER	X(11)	Complete or fill with spaces. This field accommodates 11 digits. Agreement No. consists of three parts. Prefix = X(3) left justify; body. = X(6) right justify; suffix = X(2) left justify. All three parts are upper case alpha/numeric.

DESCRIPTION	MAXIMUM WIDTH	
API WELL NO.	X(15)	Complete or fill with spaces. Report this number only if required by MMS on certain Indian properties and offshore deepwater wells under royalty relief. If you are required to report this number enter a 15-character set that consists of the 12-digit API-assigned well number and the 3-character producing interval indicator; for example, 490051234500S01
PRODUCT CODE	X(2)	Fill with valid data and leading zeros or all zeros
SALES TYPE CODE	X(4)	Complete or leave spaces
SALES MO/YR	X(6)	Must be completed using MMCCYY format
TRANSACTION CODE	X(2)	Must be completed
ADJUSTMENT REASON CODE	X(2)	Fill with valid data including leading zeros or all zeros
SALES VOLUME Mcf/bbls/gal/long tons)	S9(9)V99**	Fill with valid data including leading zeros or all zeros
GAS MMBtu	S9(9)V99**	Fill with valid data including leading zeros or all zeros
SALES VALUE	S9(9)V99**	Fill with valid data including leading zeros or all zeros
ROYALTY VALUE PRIOR TO ALLOWANCES	S9(9)V99**	Fill with valid data including leading zeros or all zeros
TRANSPORTATION ALLOWANCE DEDUCTION	S9(9)V99**	Fill with valid data including leading zeros or all zeros
PROCESSING ALLOWANCE DEDUCTION	S9(9)V99**	Fill with valid data including leading zeros or all zeros
ROYALTY VALUE LESS ALLOWANCES	S9(9)V99**	Fill with valid data including leading zeros or all zeros
PAYMENT METHOD	X(1)	Fill with valid data including leading zeros or all zeros
FILLER	X(11)	Leave blank
CARRIAGE CONTROL	HEX OD	ASCII 13
LINE FEED	HEX OA	ASCII 10
REPORT TRAILER RECORD		

DESCRIPTION	MAXIMUM WIDTH	
RECORD TYPE	X(1)	Must be completed with a literal '3'
REPORT LINE COUNT	9(7)	Fill with valid data including leading zeros or all zeros
REPORT TOTAL	S9(11)V99**	Fill with valid data including leading zeros or all zeros
CHECKS TO MMS (PM1)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
INDIAN DIRECT PAY (PM2)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
EFT PAYMENTS (PM3)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
ROYALTY-IN-KIND (PM4)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
CHECKS TO MMS FOR BIA (PM5)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
OTHER (FOR FUTURE USE) (PM6)	S9(11)V99**	Fill with valid data including leading zeros or all zeros
INDIAN LOCKBOX (PM7) AMOUNT	S9(11)V99**	Fill with valid data including leading zeros or all zeros
TOTAL ALL PAYMENTS	S9(11)V99**	Fill with valid data including leading zeros or all zeros
FILLER	X(45)	Leave blank
CARRIAGE CONTROL	HEX OD	ASCII 13
LINE FEED	HEX OA	ASCII 10
PAYMENT TRAILER RECORD		
RECORD TYPE	X(1)	Must be completed with a literal '4'
DOC ID 1	X(22)	Must be completed or spaces
DOC ID TOTAL 1	S9(11)V99**	Fill with valid negative data including leading zeros or all zeros.
DOC ID 2	X(22)	Must be completed or spaces
DOC ID TOTAL 2	S9(11)V99**	Fill with valid negative data including leading zeros or all zeros.
DOC ID 3	X(22)	Must be completed or spaces

DESCRIPTION	MAXIMUM WIDTH	
DOC ID TOTAL 3	S9(11)V99**	Fill with valid negative data including leading zeros or all zeros.
NET PAYMENT FOR THIS REPORT	S9(11)V99**	Fill with valid data including leading zeros or all zeros
AUTHORIZED NAME	X(30)	Must be completed
DATE	X(8)	Must be completed in the format MMDDYYYY
FILLER	X(13)	Leave blank
CARRIAGE CONTROL	HEX OD	ASCII 13
LINE FEED	HEX OA	ASCII 10
END OF FILE MARKER	HEX 1A	

ASCII SYMBOLS FOR NEGATIVE AMOUNTS

The ASCII symbols are placed in the last position of the negative number. For example, -425.34 should look like 00000004253M.

} = -0

J = -1

K = -2

L = -3

M = -4

N = -5

O = -6

P = -7

Q = -8

R = -9